

Specific to Clerks of Courts



Ohio Historical Society  
State Archives of Ohio  
Local Government Records Program

800 E. 17<sup>th</sup> Avenue  
Columbus, Ohio 43211-2497

OHIO HISTORY CONNECTION

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DEC 2 - 2014

STATE AND LOCAL  
GOVERNMENT RECORDS

## RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

### Section A: Local Government Unit

STARK County Clerk of Courts

(local government entity)

(unit)

Harvey Reinhold  
(signature of responsible official)

Nancy Reinhold  
(name)

CLERK OF COURTS  
(title)

11/19/14  
(date)

### Section B: Records Commission

STARK County Records Commission

330-451-7365

Records Commission

(telephone number)

201 3rd St. N.E. Suite 5  
(address)

Canton  
(city)

44702  
(zip code)

STARK  
(county)

To have this form returned to the Records Commission electronically, include an email address: JP.Runion@STARK County Ohio

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

[Signature]

11/20/2014

Records Commission Chair Signature

Date

### Section C: Ohio Historical Society - State Archives

Connie Conner  
Signature

Spit. Records Archivist  
Title

12/4/14  
Date

### Section D: Auditor of State

Martin E. Mub  
Signature

12-23-14

Date

Please Note: The State Archives retains RC-2 forms permanently.  
It is strongly recommended that the Records Commission retain a permanent copy of this form



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**Section A: Local Government Unit**

- Include the name of the municipality, county, township, school, library, or special taxing district (local government entity) for which the form is being submitted.
- Include the unit (department, agency, office), if applicable.
- The departmental official directly responsible for the records must sign and date the form.

**Section B: Records Commission**

- Complete the phone number and mailing address for the Records Commission, including the county.
- To have this form returned to the Records Commission electronically, include an email address. It is the responsibility of the Records Commission to forward an electronic or paper copy of the approved form to the appropriate department.
- The Records Commission Chairperson must sign the certification statement before it can be reviewed and signed at the Ohio Historical Society by the Local Government Records representative, and approved by the Auditor of State's Office.

**Section C: Ohio Historical Society – State Archives**

- The reviewing agent from Ohio Historical Society Local Government Records Program (OHS-LGRP) will indicate on your RC-2 which records series will require a Certificate of Records Disposal (RC-3) prior to disposal.
- They will sign the form and forward it to the Auditor of State's Office.

**Section D: Auditor of State**

- The approving agent at the Auditor of State's office will sign the form and return it to the OHS-LGRP.

**Section E: Records Retention Schedule**

- 1) Schedule numbers can be expressed by a year and item numbering scheme for each records series being scheduled, for example, 09-1 and 09-2. Another option is to include a unique abbreviated identifier for each office, for example, Eng. [Engineer] 1, Eng. 2, etc. The numbering schema is your choice, and it will be used later on your Certificate of Records Disposal (RC-3).
- 2) Include the title of the records series and a brief description of each series. Please provide information about the content and use of the records series.
- 3) Articulate a retention period for the record in terms of time (exp. six years), an action (exp. until audited), or both (six years after audit).
- 4) Include the formats of the record (paper, electronic, microfilm, etc.)
- 5) For use by the Auditor of State or the OHS-LGRP. OHS-LGRP will mark the records series that will need an RC-3 prior to disposal.

**GENERAL INSTRUCTIONS:**

- For questions related to records scheduling and disposition, OHS-LGRP: (614) 297-2553 or at [localrecs@ohiohistory.org](mailto:localrecs@ohiohistory.org)
- After completing sections A and E, submit the form to your records commission so it can be approved in an open meeting pursuant to Section 121.22 ORC. See Ohio Revised Code Section 149.38 (counties), 149.39 (municipalities), 149.41 (school districts), 149.411 (libraries), 149.412 (special taxing districts) and 149.42 (townships) for the composition of your records commission. Your records commission completes section B and sends the form to OHS-LGRP at:

[localrecs@ohiohistory.org](mailto:localrecs@ohiohistory.org) OR

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Local Government Records Archivist  
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- The OHS-LGRP will review this RC-2 and forward it to the Auditor of State's Records Officer, Columbus.
- This RC-2 is in effect when all signatures have been affixed to it. OHS-LGRP will return a copy of the approved form to the Records Commission. *The local records commission and the originating office should retain permanent copies of the form to document legal disposal of public records.*
- Remember, at least 15 Business days before you intend to dispose of records, submit a Certificate of Records Disposal (RC-3) to the OHS-LGRP. Copies of RC-3s will not be returned.



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**Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.**

**Section E: Records Retention Schedule**

**Stark County Clerk of Courts**

**Administrative Division**

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS- LGRP
R. 26.01 (L)	Grant Records Records of grants made or received by a court documenting the application, awarding, administration, management, evaluation, monitoring and tracking of grant funds	3 years after expiration of grant, provided audited	Paper/Electronic		<input type="checkbox"/>
R. 26.01 (M)	Payroll Records Records of personnel time and copies of payroll records maintained by another office or agency	3 years, provided audited	Paper/Electronic		<input type="checkbox"/>
R. 26.01 (N)	Publications Received Various publications issued and sent by businesses, state of federal government	Until no longer of value by the person holding the publication	Paper/Electronic		<input type="checkbox"/>
R. 26.01 (O)	Receipt Records Records acknowledging that payment has been received including balancing records	3 years, provided audited	Paper/Electronic		<input type="checkbox"/>
R. 26.01 (P)	Requests for Proposals, Bids & Resulting Contracts Requests for proposals from vendors for services and/or merchandise, bids received in response to a request for proposal including publicizing, hearing and awarding of quoted bids to vendors, and contracts resulting from a request for proposal for the procuring of goods and/or services	3 years after contract expires	Paper/Electronic		<input type="checkbox"/>
L.R. 38.02	Statistical/Administrative Reports Documents compiled about an office's operations for fiscal, administrative, or managerial decision making or other information purposes, including but not limited to monthly Supreme Court Reports, and Conviction and Incarceration Reports	3 years	Paper/Electronic		<input type="checkbox"/>
					<input type="checkbox"/>





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Section E: Records Retention Schedule

Stark County Clerk of Courts

Court of Appeals Division

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS- LGRP
R. 26.00 (C)	Combined Records Combination of indexes, dockets, journals, and case file records into a single case file record	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
L.R. 15.09	Exhibits, Depositions and Transcripts Documents, records, or other tangible objects formally introduced as evidence in court; witnesses out-of-court testimony that is reduced to writing for later use in court, and official record of proceedings in a trial	60 days after appeal date of expiration	Paper/Electronic		<input type="checkbox"/>
R. 26.02 (D)	Index Reference record use to locate journal, docket and case file records, including directly and in reverse the names of all parties to cases	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
R. 26.02 (D)	Docket Record where the clerk enters all of the information included in the appearance docket, trial docket, journal, and the execution docket, including the names and addresses of all the parties; names, addresses and registration numbers of all counsel; the issuance of documents for service upon a party and the return of service or lack of return; brief description of all records and orders filed in the proceedings, the date and time filed, and a cross reference to other records as appropriate; schedule of court proceedings, and all actions taken by the court to enforce orders or judgments	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
R. 26.02 (D)	Journal A verbatim record of every court order or judgment arranged chronologically	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
R. 26.02(E)(1)	Case Files Compendium or original documents filed in an action or proceeding in the court, including the pleadings, motions, orders, and judgments of the court on a case by case basis	2 years after final order unless death penalty conviction	Paper/Electronic		<input type="checkbox"/>



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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS- LGRP
R.26.02(E)(1)	Case Files – Death Penalty Compendium or original documents filed in an action or proceeding in the court related to death penalty cases, including the pleadings, motions, orders, and judgments of the court	Permanent in original form	Paper/Electronic		<input checked="" type="checkbox"/>
R.26.02(E)(2)	Drafts and Informal Notes Judge, magistrate, and clerk notes, drafts, and research prepared for the purpose of compiling a report, opinion, or other document or memorandum	1. Kept separate from case file. 2. Retained in case file. 3. Destroy at discretion of preparer.	Paper/Electronic		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>



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**Section E: Records Retention Schedule**

**Stark County Clerk of Courts**

**Common Pleas Court – General Division**

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS- LGRP
R. 26.00 (C)	Combined Records Combination of indexes, dockets, journals, and case file records into a single case file record	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
L.R. 15.09	Exhibits, Depositions and Transcripts Documents, records, or other tangible objects formally introduced as evidence in court; witnesses out-of-court testimony that is reduced to writing for later use in court, and official record of proceedings in a trial	60 days after appeal date of expiration	Paper/Electronic		<input type="checkbox"/>
R.26.03 (D)	Index Reference record use to locate journal, docket and case file records, including directly and in reverse the names of all parties to cases	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
R.2603 (D)	Docket Record where the clerk enters all of the information included in the appearance docket, trial docket, journal, and the execution docket, including the names and addresses of all the parties; names, addresses and registration numbers of all counsel; the issuance of documents for service upon a party and the return of service or lack of return; brief description of all records and orders filed in the proceedings, the date and time filed, and a cross reference to other records as appropriate; schedule of court proceedings, and all actions taken by the court to enforce orders or judgment, and all information necessary to document the activity of the clerk regarding the case	Permanent	Paper/Electronic/ Microfilm		<input checked="" type="checkbox"/>
R.26.03 (D)	Journal A verbatim record of every court order or judgment arranged chronologically	Permanent	Paper/Electronic		<input type="checkbox"/>
R. 26.03 (E)	Drafts and Informal Notes Judge, magistrate, and clerk notes, drafts, and research prepared for the purpose of compiling a report, opinion, or other	1. Kept separate from case file. 2. Retained	Paper/Electronic		<input type="checkbox"/>



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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS- LGRP
	document or memorandum	in case file. 3. Destroy at discretion of preparer			
R.26.03(F)(1)	Case Files – Death Penalty Compendium or original documents filed in an action or proceeding in the court related to death penalty cases, including the pleadings, motions, orders, and judgments of the court	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
R.26.03(F)(2)	Case Files – Real Estate Compendium or original documents filed in an action or proceeding in the court related to matters that resulted in a final judgment determining title or interest in real estate	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
R.26.03(F)(3)	Search Warrant Records Judge's written order authorizing a law- enforcement officer to conduct a search of a specified place and to seize evidence; records shall be indexed	5 years after date of service or last attempt in original form	Paper/Electronic		<input type="checkbox"/>
R.26.03(F)(4)	Case Files – Voluntary Dismissals Compendium or original documents filed in an action or proceeding in the court whereby the plaintiff dismisses a lawsuit at the plaintiff's own request or by stipulation of all the parties	3 years after date of dismissal	Paper/Electronic		<input type="checkbox"/>
R.26.03(F)(5)	Case Files – Other Compendium or original documents filed in an action or proceeding in the court not previously addressed under the Rules of Superintendence for the Courts of Ohio Rule 26.03 (F)	12 years after final order, or 50 years after final order if admissible as evidence of a prior conviction in a criminal proceeding	Paper/Electronic		<input type="checkbox"/>
L.R. 38.02	Grand Jury Records Records pertaining to the convening of the Grand Jury, who decide whether to issue indictments, witnesses called before the Grand Jury including subpoenas issued, deliberation and voting records on the issuing of indictments, and payment of Grand Jurors and witnesses; confidential Ohio Criminal Rule 6	3 year, provided audited	Paper/Electronic	Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.	
L.R. 38.02	Grand Jury Reports Contains statistical report of the Grand Jury to the court showing term, number of cases considered, number of indictments returned, and findings and recommendations for improvements in the operation of the county jail based upon their inspection	Permanent	Paper/Electronic		



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L.R. 38.02	Petit Jury Records Records of a jury summoned and empanelled in the trial of a specific case showing names and addresses of jurors summoned and payment of Petit Jurors	3 years, provided audited	Paper/Electronic		<input type="checkbox"/>
L.R. 38.02	Record of Notary Public Commissions Record of persons authorized by the state to administer oaths, certify documents and attest to the authenticity of signatures filed in the court	Permanent	Paper/Electronic/ Microfilm		<input checked="" type="checkbox"/>
L.R. 38.02	Returned Certified Mail Contents Contains copies of complaints, petitions and/or summons sent via certified mail, which are returned to the court by the postal service; certified mail receipts maintained with case file	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

Audited means: the years  
encompassed by the records  
have been audited by the  
Auditor of State and the  
audit report has been  
released pursuant to  
Sec. 117.26 O.R.C.





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Section E: Records Retention Schedule

Stark County Clerk of Courts

Common Pleas Court – Domestic Relations Division

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS- LGRP
R. 26.00 (C)	Combined Records Combination of indexes, dockets, journals, and case file records into a single case file record	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
L.R. 15.09	Exhibits, Depositions and Transcripts Documents, records, or other tangible objects formally introduced as evidence in court; witnesses out-of-court testimony that is reduced to writing for later use in court, and official record of proceedings in a trial	60 days after appeal date of expiration	Paper/Electronic		<input type="checkbox"/>
R.26.03 (D)	Index Reference record use to locate journal, docket and case file records, including directly and in reverse the names of all parties to cases	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
R.2603 (D)	Docket Record where the clerk enters all of the information included in the appearance docket, trial docket, journal, and the execution docket, including the names and addresses of all the parties; names, addresses and registration numbers of all counsel; the issuance of documents for service upon a party and the return of service or lack of return; brief description of all records and orders filed in the proceedings, the date and time filed, and a cross reference to other records as appropriate; schedule of court proceedings, and all actions taken by the court to enforce orders or judgment, and all information necessary to document the activity of the clerk regarding the case	Permanent	Paper/Electronic/ Microfilm		<input checked="" type="checkbox"/>
R.26.03 (D)	Journal A verbatim record of every court order or judgment arranged chronologically	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
R. 26.03 (E)	Drafts and Informal Notes Judge, magistrate, and clerk notes, drafts, and research prepared for the purpose of compiling a report, opinion, or other document or memorandum	1. Kept separate from case file. 2. Retained in case file. 3 Destroy at discretion of preparer	Paper/Electronic		<input type="checkbox"/>



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### Section E: Records Retention Schedule

Stark County Clerk of Courts

Common Pleas Court – Domestic Relations Division

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS- LGRP
R.26.03(G)(1)	Certified Mail Receipts in Uncontested Cases and Post-Decree Motions New cases and cases involving post-decree motions where personal jurisdiction is established by certified mail receipt and the defendant/respondent fails to answer, enter an appearance, or otherwise defend themselves	30 years after issuance, may be kept separate form case file	Paper/Electronic		<input type="checkbox"/>
R.26.03(G)(2)	Case Files – Divorce or Dissolutions: Minor Children Compendium or original documents filed in a divorce or dissolution proceeding that involve minor children	25 years after date of final order	Paper/Electronic		<input checked="" type="checkbox"/>
R.26.03(G)(3)	Case Files – Divorce or Dissolutions: No Children Compendium or original documents filed in a divorce or dissolution proceeding not involving minor children	12 years after date of final order	Paper/Electronic		<input checked="" type="checkbox"/>
R.26.03(G)(4)	Case Files – Domestic Violence Petitions Compendium or original documents filed in an action or proceeding in the court related to petitions for domestic violence protection orders	1 year after expiration of protection order or divorce, whichever is later	Paper/Electronic		<input type="checkbox"/>
R.26.03(G)(4)	Case Files – Domestic Violence Petitions (Post-Decree Motions) Compendium or original documents filed in an action or proceeding in the court related to petitions for domestic violence protection orders	1 year after disposition of post-decree motion or expiration of protection order, whichever is later	Paper/Electronic		<input type="checkbox"/>
R.26.03(G)(5)	Case Files – Legal Separation Compendium or original documents filed in an action or proceeding in the court related to an arrangement whereby a husband and wife live apart from each other while remaining married, either by mutual consent or by judicial decree	Until divorced or 2 years after termination of spousal support, whichever is later	Paper/Electronic		<input type="checkbox"/>
R.26.03(G)(5)	Case Files – Legal Separation (Post Decree Motions) Compendium or original documents filed in an action or proceeding in the court related to an arrangement whereby a husband and wife live apart from each other while remaining married, either by mutual consent or by judicial decree	2 years after disposition of post-decree motion or termination of spousal support or until divorced, whichever is later	Paper/Electronic		<input type="checkbox"/>



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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS- LGRP
R.26.03(G)(6)	Case Files – Real Estate Compendium or original documents filed in an action or proceeding in the court related to matters that resulted in a final judgment determining title or interest in real estate	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
R.26.03(G)(7)	Case Files – Registration or Adoption of Foreign Decree Compendium or original documents filed in an action or proceeding in the court related to the acceptance of a divorce decree from another state and the transferring of the collection of child support to the residing state	2 years after the emancipation of all minor children	Paper/Electronic		<input type="checkbox"/>
R.26.03(G)(7)	Case Files – Registration or Adoption of Foreign Decree (Post Decree Motions) Compendium or original documents filed in an action or proceeding in the court related to the acceptance of a divorce decree from another state and the transferring of the collection of child support to their residing state	2 years after adjudication of post-decree motion or emancipation of all minor children, whichever is later	Paper/Electronic		<input type="checkbox"/>
R.26.03(G)(8)	Case Files – Uniform Reciprocal Enforcement of Support Act (URESA) Filings Compendium or original documents filed in an action or proceeding in the court related to the collection of spousal and/or child support in one state and the person to whom the support is owed is in another state	19 years after final order or 1 year after transfer to another jurisdiction	Paper/Electronic		<input type="checkbox"/>